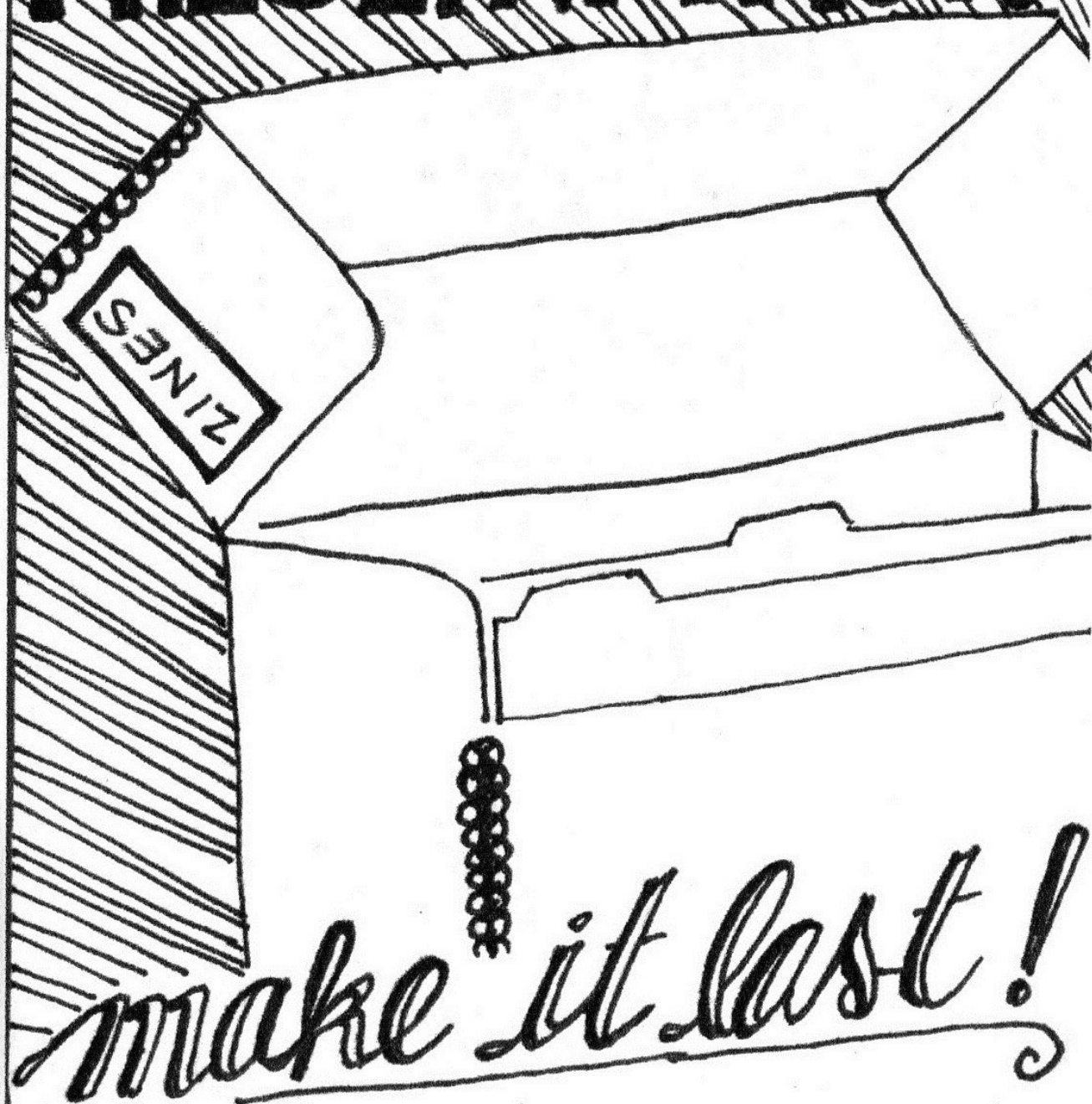


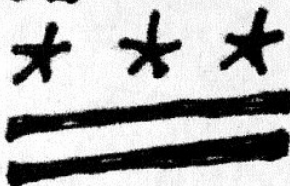
MAXIMUM PRESERVATION



MAXIMUM
PRESERVATION
number one
Works on paper



by
MICHELE CASTO
librarian
Washingtoniana
dc punk archive
DC PUBLIC LIBRARY



2014

preservation

the art of

MAXIMIZING

the longevity of books,
documents, ephemera and
artifacts, practiced by

librarians & archivists

through the ages, the
general principles of which
are presented here to assist
you with the proper care
of your own personal

documents and collections

care and

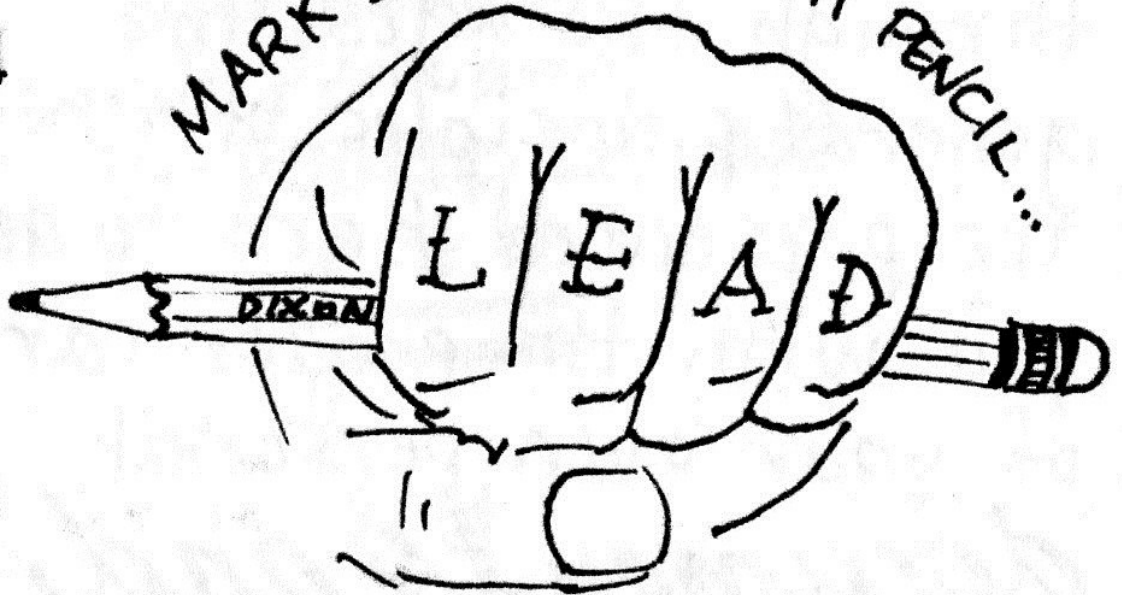
Y

E

S

CLEAN HANDS AND WORKSPACE

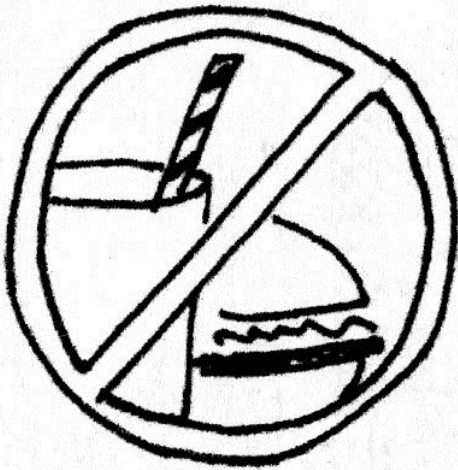
MARK LIGHTLY WITH PENCIL...



... IF YOU MUST MARK AT ALL.

handling

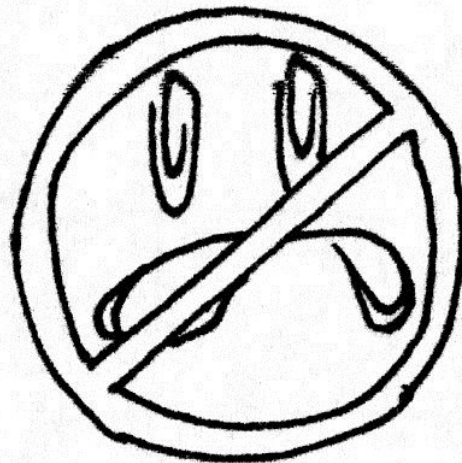
N



the tiniest
crumb is a
bug magnet!

O

paperclips +
rubberbands
do damage
over time!



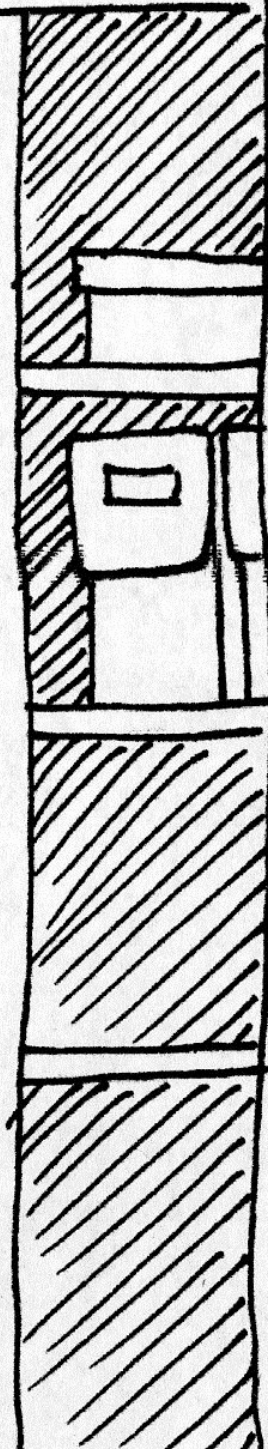
!



adhesives:
the silent
paper killer

Storage

- IDEAL:
- * COOL
- * DRY
- * DIM OR
- * DARK



conditions

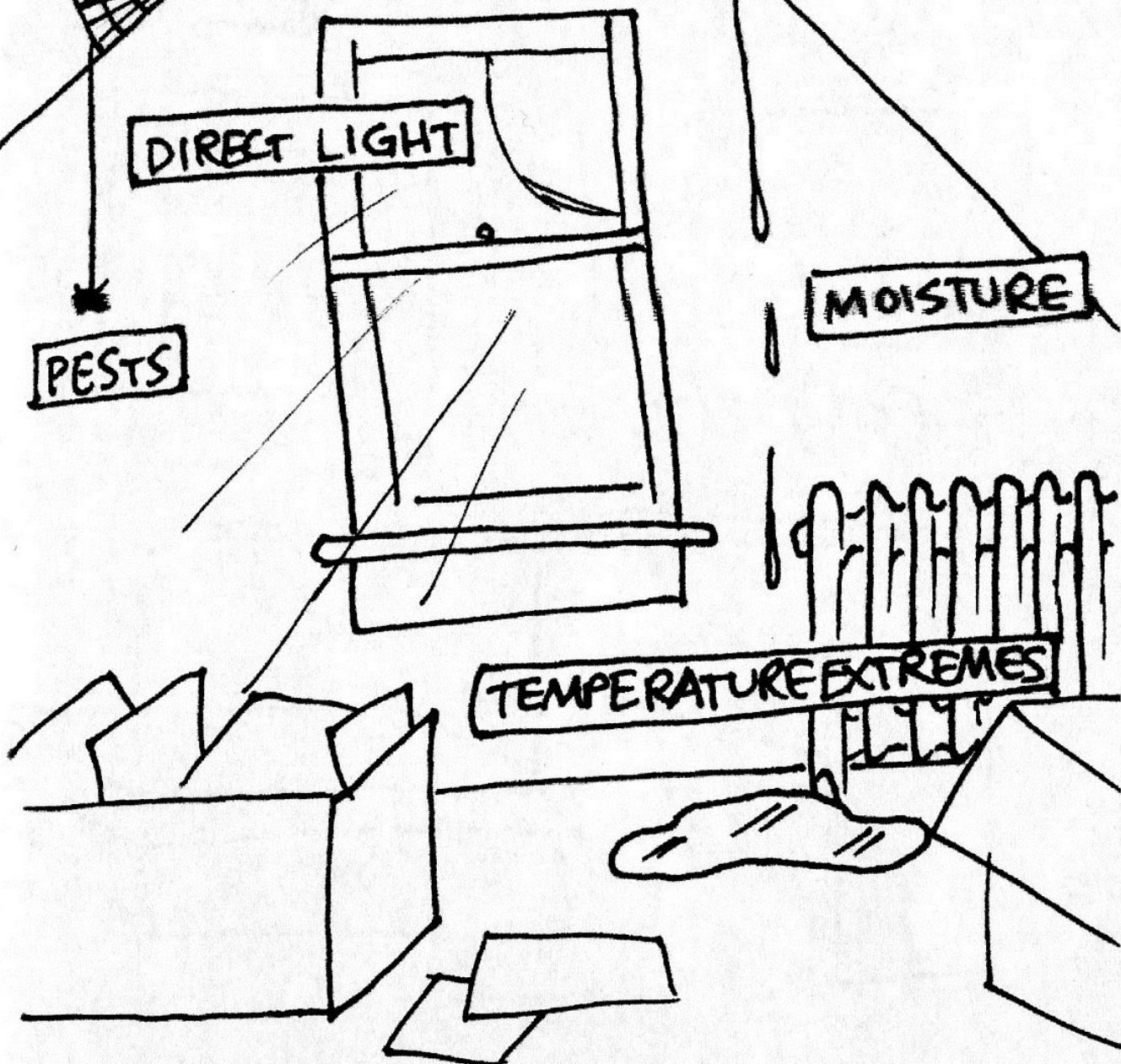
AVOID ATTICS,
BASEMENTS AND...

DIRECT LIGHT

PESTS

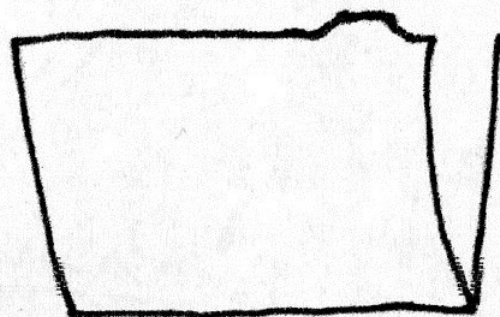
MOISTURE

TEMPERATURE EXTREMES

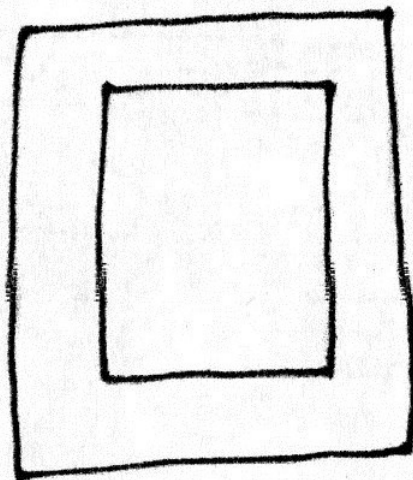


Storage

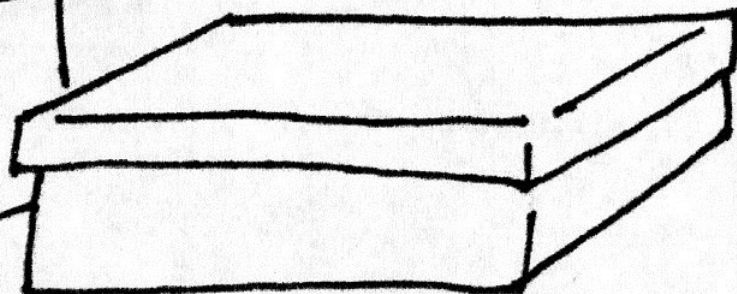
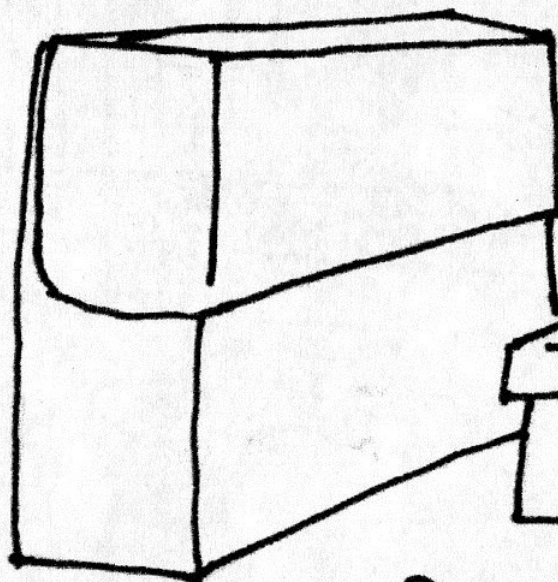
USE
ACID-FREE:



FOLDERS



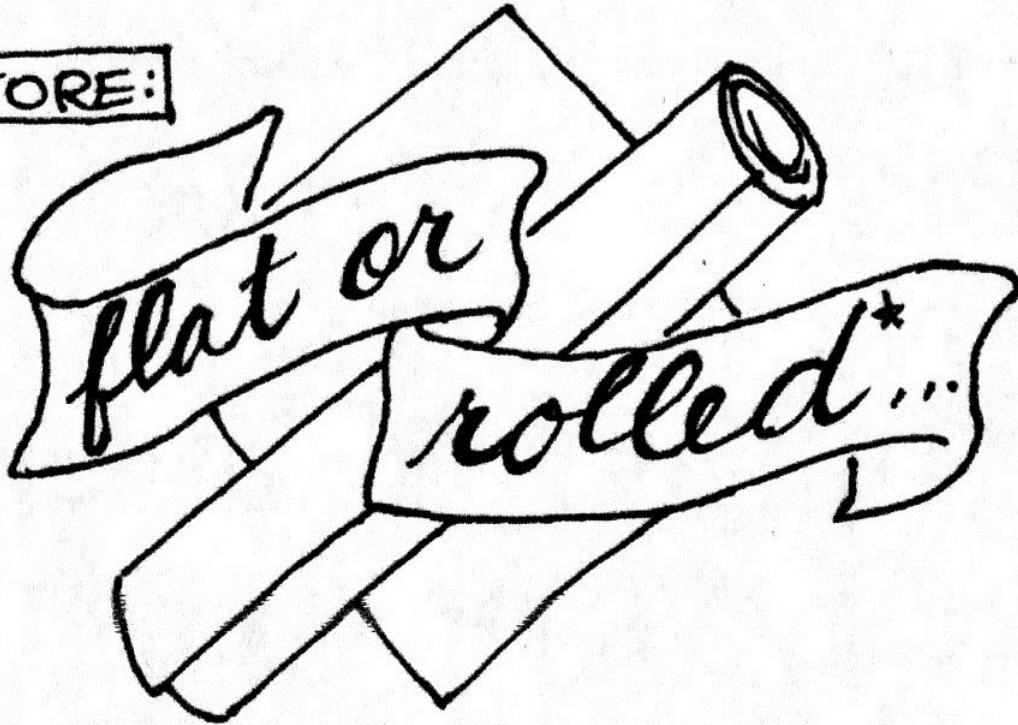
MATS



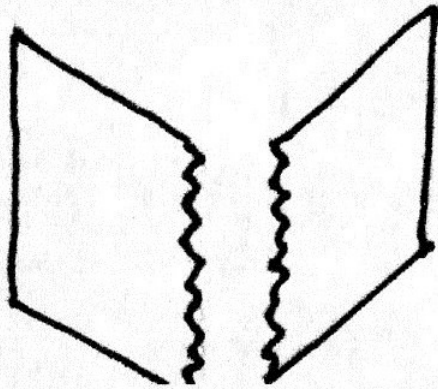
BOXES

Containers

STORE:



NEVER FOLDED



*ROLL ONLY IF FLAT STORAGE IS IMPOSSIBLE

resources

- for more information •

LIBRARY OF CONGRESS

* loc.gov/preservation

NORTHEAST DOCUMENT
CONSERVATION CENTER

* nedcc.org

- for archival supplies •

HOLLINGER

* hollingermetaledge.com

GAYLORD

* gaylord.com

dclibrary.org

@dcpl

* * *

dclibrary.org/punk

@dcpunkarchive

